

SUBJECT: New Procedures for Travel Management Centers

TO: All Rural Development Employees

PURPOSE/INTENDED OUTCOME:

All Rural Development employees are hereby advised that effective January 1, 2005, Electronic Data Systems (EDS) will be utilized as the replacement for the Travel Management Centers (TMC) as the TMC contracts expire. The National Office contract with Carlson Wagonlit Travel expires on December 31, 2004. State Offices should confirm expiration dates according to their individual contract(s).

COMPARISON WITH PREVIOUS AN:

This AN supersedes RD AN 3919 (2036-A) dated November 21, 2003.

IMPLEMENTATION RESPONSIBILITIES:

On January 1, 2005, the EDS FedTraveler.com system will be available for self-service travel arrangements where the traveler and/or their Government travel arranger book the travel arrangements. This service will be provided using the same authorization and vouchering methods that are used today through the existing travel systems.

The EDS travel service will include providing a logon and password for every traveler in the system. Each traveler will need a profile established with the name, address, social security number and Government travel credit card number. Once the initial profiles are loaded, a traveler or Government travel arranger may go into the profile and add other elements such as frequent flyer numbers and travel preferences. Travelers without Government travel credit cards must continue to use the National Office's Centrally Billed Account.

EXPIRATION DATE:  
December 31, 2005

FILING INSTRUCTIONS:  
Preceding RD Instructions 2036-A

Questions regarding the Bank of America travel credit card can be addressed to Theresa Hollowell at 202-692-0227. Additional information pertaining to instructions for calling Fedtraveler.com and use of the Fedtraveler.com on-line booking process will be provided as it is made available by the Department.

If you have any questions regarding the above, please contact Theresa Hollowell, Travel Unit, at 202-692-0227.

*(Signed by Sharon Randolph)        for*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management